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MINUTES

MEDICAL STAFF CAREER SERVICE BOARD MEETING
Wednesday, 9 April 1958

Present: C/MS - Chairman Dr. Tietjen
DC/MS - Voting Member
C/OD - Voting Member
C/TSD - Voting Member
Personnel Placement Officer
C/SD - Executive Secretary
Secretary to C/MS - Recording Secretary

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1. Minutes of Previous Meeting

The Minutes of the Medical Staff Career Service Board Meeting of 12 March 1958 were approved by the Members without comment.

2. Career Staff Applications

The Members approved, as Category "A", the Career Staff Applications of the following personnel:

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[REDACTED] 15, Medical Officer
[REDACTED], GS-7, Staff Nurse

3. Promotions

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a. [REDACTED] GS-11, Medical Service Officer. The Executive Secretary reviewed a request from the [REDACTED] Medical Officer for consideration of promotion of [REDACTED] 12. This promotion request was endorsed by the Chief of the [REDACTED] and also by the Chief of Support, [REDACTED], who noted the fact that the position is graded GS-11. The Executive Secretary explained that, although the GS-12 rating is not available at the [REDACTED], the promotion could be effected through a Personnel Rank Assignment. However, the Executive Secretary did not recommend approval of this promotion at this time since [REDACTED] is due to return to Headquarters in the near future where he will have opportunity for promotion on the basis of his performance in a Headquarters position. The Board Members concurred in this recommendation and the Executive Secretary will prepare a dispatch to [REDACTED] expressing appreciation for his past service and explaining the reasons for disapproval of the promotion.

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b. [REDACTED] GS-10, Administrative Officer. The Executive Secretary reviewed a request from C/SD for promotion of [REDACTED] to GS-11 and recommended approval of this request; the Board Members concurred.

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[REDACTED] GS-6, Medical Technician. A request for promotion of [REDACTED], as initiated by [REDACTED], was reviewed by the Executive Secretary who also stated this promotion would be in keeping with the decision of the Board to promote technicians to GS-7 prior to their departure for overseas assignment. The Executive Secretary recommended approval of this promotion; the Board Members concurred.

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d. [REDACTED] GS-3, Clerk-Typist. The Executive Secretary reviewed a request for promotion of [REDACTED] to GS-4 submitted by [REDACTED]. Inasmuch as the organizational structure of the Psychiatric Division is under review at the present time, action on this promotion was deferred until the next Meeting of the Career Service Board.

4. Request for Extension of Overseas Tour

The Executive Secretary reviewed a request from [REDACTED] GS-13, Medical Officer, for extension of his tour of duty at [REDACTED] for three months. The Members concurred in this extension.

5. Review of Fitness Reports

The Board noted the receipt of Fitness Reports on the following personnel:

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[REDACTED] Medical Officer
[REDACTED] GS-10, Medical Technician
[REDACTED] GS-9, Medical Technician (Supply)
[REDACTED] GS-7, Staff Nurse
[REDACTED] GS-7, Secretary-Stenographer
[REDACTED] GS-7, Medical Technician
[REDACTED] GS-4, Clerk-Typist
[REDACTED] GS-4, Clerk
[REDACTED] GS-3, Clerk

25X1A9a In the case of [REDACTED] it was noted the Report was not rated by the Subject's physician supervisor. On recommendation of DC/MS, the Members voted to notify this Station that the Medical Staff would prefer Fitness Reports on medical personnel be completed by the physician in the area. The Executive Secretary was requested to prepare such a dispatch and forward to C/MS for approval before it is sent to the field.

6. Review of Training Evaluation Reports

C/OD briefly reviewed the Training Evaluation Reports on the following personnel:

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[REDACTED] Medical Officer - Support Course
[REDACTED] GS-4, Clerk - Typing Technique Review

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7. Periodic Step Increases

The following personnel will receive Periodic Step Increases in the near future:

25X1A9a

[REDACTED] GS-9, Medical Service Officer
GS-7, Staff Nurse
5, Clerk-Typist
-4, Clerk

8. Miscellaneous

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a. The Executive Secretary reviewed a commendation from the Chief, Far East Division, for services recently rendered that Division by Dr. [REDACTED]

b. A letter of commendation from the DCI on behalf of [REDACTED] 25X1A9a was briefly reviewed.

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c. The Executive Secretary also reviewed a memorandum from Chief, Technical Services Staff, DD/P, to DD/S expressing appreciation for the assistance of [REDACTED] in the handling of a case of interest to that Staff.

MS/mam

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